

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-089 **Issue Date:** 05-19-16 **Closing Date:** 06-02-16

Accounts Payable/Bookkeeper II
YN Fisheries YKFP
Department of Natural Resources
Hourly Wage: \$12.58/Regular/Full-Time

This position will be responsible for Accounts Payable and Accounts Receivable, posting data to the JD Edwards financial system, process orders and payments to vendors and employees as required for day to day business. Detail work is required to assure all expenditures are paid and recorded in a timely, efficient manner. Responsible for posting to cuff account in a timely manner and assure all documents are on file as back up documentation for financial reports. Processing of orders by YKFP Biologists, check mail for incoming bills, contract vendors regarding questions on orders. Also, day to day operations including contract with co-workers, vendors, other tribal departments and the general public, this requires a professional attitude at all times. Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of JD Edwards financial system.
- Knowledge of Accounts Payable/Receivable.
- Knowledge of policies and procedures applicable to Yakama Nation and Federal Funding Agencies.
- Knowledge of Cuff Accounting.
- Knowledge of MS Excel, MS Word Programs.

General Recruiting Indicators:

- Minimum of high school diploma or equivalent with at least two years of progressively responsible office work experience at a level equivalent to a Bookkeeper I OR substituting on a month for month basis, successful completion of college level course work or training in office principles and practices for the minimum experience to a maximum of six months OR any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License and have the ability to obtain a valid Yakama Tribal Drivers Permit.